



## United Way of Greater Rochester Career Opportunity

### Join the team!

If you are interested in joining a dynamic team of community ambassadors to serve Greater Rochester with your time and talent, consider a career with United Way.

### Mission

Our mission is to unite the goodwill and resources of the Greater Rochester community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners and people in need to make this community stronger and more vibrant together!

### Values

Our core values define who we are and how we serve our community together. United Way and our team members are caring, trustworthy, collaborative, innovative, respectful and results-oriented.

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### Job Title: Relationship Manager

**FLSA Classification:** Non-Exempt  
**Reports to:** Manager of Donor Relations  
**Date:** July 2017

### Summary

This position is responsible for all fundraising planning and activities for an assigned portfolio. Work responsibilities include, but are not limited to: developing meaningful volunteer relationships; work with portfolio managers and the campaign director to develop department strategies, develop and implement new initiatives to ignite workplace campaigns to raise money to help the community.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaborates in the strategic planning process for the annual campaign
- Develops fundraising strategies for assigned portfolios
- Maintains a database on assigned accounts
- Works with assigned account coordinators to develop and implement a United Way presence at the workplace on a year-round basis, including leadership cultivation, special events, and/or volunteer activities
- Makes presentations at workplace campaigns



- Responsible for data collection, analysis, reporting and integrity for assigned portfolios.
- Collaborates on long-range planning initiatives for the resource development and leadership programs department.
- Recruits prospective volunteers, match volunteers to appropriate accounts, provide training to volunteer coordinators, update training materials annually, and facilitates volunteer recognition initiatives.
- Develops and lead the training for workplace campaign volunteers
- Must be capable of reliable and predictable attendance
- Consistently demonstrates the values and mission of the United Way
- Performs other duties as assigned

### **Competencies**

- Effective Communication
- Business Acumen
- Communication Proficiency
- Ethical/Credible
- Goal Oriented
- Initiative/Self Starter
- Relationship Management
- Strategic Thinker

### **Supervisory Responsibility**

None

### **Physical Demands/ Work Environment**

(See attachment)

### **Travel**

Travel is primarily local during the business day

### **Required Education and Experience**

Bachelor's Degree in related field from an accredited program, 2 years of experience in fundraising, sales, customer service or related field.

### **Preferred Education and Experience**

Previous not-for-profit experience

INVEST. CONNECT. SERVE.



**In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position.**

**United Way of Greater Rochester is an Equal Opportunity Employer**



**Physical Requirements/Work Environment**

Activity	% of Time Performing Task			
	Rare 0-30%	Occasional 30-60%	Frequent 60-90%	Constant 90-100%
Hand/ Eye Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Over/ Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling/ Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/ Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thrusting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting at Waist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Push/ Pull Max Force</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
0-20 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21-39 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Verbal Communication</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hand Movement</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Repetitive Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finger Dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<b>Hearing Requirements</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60-90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
On the Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>% of Time Performing Task</b>				
<b>Vision</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60- 90%</b>	<b>Constant 90-100%</b>
Face-to-Face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Group Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preparing/ Analyzing Figures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Color Distinction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Carrying</b>				
<b>Carrying</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60- 90%</b>	<b>Constant 90-100%</b>
1-10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-24 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-35 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36-50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
> 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Conditions</b>				
<b>Work Conditions</b>	<b>Rare 0-30%</b>	<b>Occasional 30-60%</b>	<b>Frequent 60- 90%</b>	<b>Constant 90-100%</b>
Working in Confined Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Dust/ Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Chemicals/ Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/ Machines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working From Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety/ Clothing Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Noise Levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night/ Dark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving a Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

The signature above constitutes your understanding of the requirements, essential functions and duties of the position.